

**WASHAKIE COUNTY CONSERVATION DISTRICT**  
**208 Shiloh Road**  
**WORLAND, WYOMING 82401**

**MINUTES OF MONTHLY BOARD MEETING**

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, April 18, 2016 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Vance Lungren, Susan Pennington, Dan Rice, and Dave Slover. Also in attendance was WCCD Director Victoria Dietz, and NRCS District Conservationist, Laura Galloway.

Dan called the WCCD board meeting to order at 7:05 p.m.

The WCCD board reviewed the March 21, 2016 board meeting minutes. Vance moved to approve the March 21, 2016 WCCD board meeting minutes. Dave seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; -\$3,422.14 and Money Market account; \$228,468.69. The CD balance is \$16,405.82. The March bank statements for the main checking and money market accounts were reconciled by Vance. Dave moved to accept the financial statement and the reconciliation reports for both accounts. Vance seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

<b>VOUCHER</b>	<b>CK NUMBER</b>	<b>PAYABLE TO</b>	<b>AMOUNT</b>
7898	7488	Charley Orchard	207.36
7899	7489	Vance Lungren	42.12
7900	7490	Dave Slover	172.80
7901	7491	Susan Pennington	12.42
7902	7492	IDEXX Laboratories	1380.50
7903	Electronic	Dusty Vail	336.15
7904	Electronic	Karen Fenton	1580.93
7905	Electronic	Victoria Dietz	2683.71
7906	Electronic	Mandi Magerus	306.14
7907	7493	R.T. Communications	88.87
7908	7494	Verizon Wireless	10.08
7909	7495	Marquis Awards	28.80
7910	Electronic	IRS	1241.92
7911	Electronic	Dept. of Workforce Services	405.50

7912	7496	Wyoming Retirement	921.56
7913	7497	BlueCross BlueShield	1355.86
7914	7498	WEBT	13.86
7815	7499	Wyo. Dept. of Ag	25.00
7816	7500	Western Sage	203.00
7817	7501	Cardmember Service	1036.54
7818	7502	LGLP	877.00
7819	7503	HACH Company	373.99
7829	7504	Karen Fenton	195.97

## NRCS REPORT

Natural Resources Conservation Service (NRCS) help provided for WCCD: Hake Pipeline Inspection, Weber/Warner Pipeline inspection, Outdoor Classroom Aerator / Duck put in pond, Urban storm water drain project/soil sampling, Airport Road Irrigation Wastewater Pipeline, Gooseberry Creek Plots (discussion), 319 Project Maps, and forward RCPP information e-mails.

## EQIP 2016:

- We need signatures on the Plans of the 5 2016 contracts. Do you want them sent via e-mail like the last couple years and after a comment period have a board member come in and sign them. Or do you have another suggestion?
- We still have \$ 44,162 in the Division as Big Horn County had one applicant end up not having water rights. We ranked the second round of applications and are deciding which contract to fund.

## NWQI:

- We received \$334,094 for the lower Nowater HUC under NWQI.
- The end of the 1<sup>st</sup> batching date is April 15<sup>th</sup>. We received applications for 23 pivots and 3 gated pipe/pipeline projects.
- Tori did a great job of advertising, notice in the paper and postcards.
- There were only a few suggestions from the steering committee for our local questions. They pertained to action items in the Nowater watershed plan. For the most part they are already incorporated into existing questions in the ranking sheet. The only things that I couldn't add that don't fit our program are the septic systems, and fencing of riparian areas.
- We had a webinar training on the RSET – Resource Inventory Tool. I asked that my staff and I be trained on this tool in addition to Big Horn County staff so that we may be of assistance to them and be able to use the tool. This will allow me to evaluate how it works and make suggestions to the national office of things that need improved or changed before it becomes a required tool we use.
- We have gathered all the eligibility information from the applicants and will be starting on the screening and ranking of applications Monday.

CSP - We have 2 new CSP applications for 2016.

RCCP Webinar - Held on April 14th.

Easement Authorities – Wyoming should have these permissions back in house by the end of the year.

Equitable Relief for DUNS / SAM's number issues - This has been granted and Washakie County only had 1 client effected.

#### Edge of Field Monitoring

- We were trained on the details of the edge-of-field monitoring that is being offered to producers.
- \$200,000 + per contract. Contracts will be for 9 approximately years.

Snow Report – The report was not included in these minutes

Tori provided the WCCD Board with the response email from NRCS State Office Regarding RSET Tool Piloting. Laura reported that the Alamo Watershed in Big Horn County will be piloting the tool for their NWQI.

#### **EMPLOYEE REPORTS:**

Karen Fenton's monthly employee report was provided to the WCCD Board via email, prior to the WCCD Board meeting. There was no discussion regarding the report.

Tori gave the WCCD Board an update on the following:

North Worland Stormdrain Project Update – Tori reported that Allen Croft, NRCS Engineer has surveyed and developed a design plan for the North Worland Stormdrain project and plans are to send the design plan out to contractors for bid by the end of May. Tori reported that NRCS assisted with soil samples of the locations where the dredged material would be spread on the land. Karen sent the samples to a lab to determine if there were any harmful constituents in the samples, which there were not.

Airport Road Project Update - Tori reported that the wastewater portion of the Airport Road project was completed and construction of the buried irrigation line on Travis Grimesman's was very close to completion. Tori reported that she had recently obtained approval for a one-year extension for the Wyoming Department of Ag grant, which will be paying for the majority of the Airport Road project. Tori stated that she will again be contacting landowners adjacent to Travis Grimesman's property to see if there is interest in completing the burying of the irrigation ditch through their properties as well.

Big Horn River Level I Study Update - Tori provided the WCCD Board with the email from George Kelso, South Big Horn Conservation District (SBHCD) stating that the SBHCD has decided to move forward with an application to Wyoming Water Development Commission for a Level I Study on the

Big Horn River watershed. Georges email indicated that SBHCD would need to build a map of the study area and get the application in the works and requested that Tori and Jan coordinate the application. Tori stated that there a number of things, such as a public meeting, that need to occur prior to the application being submitted to WWDC, but did have her notes to go over what else was included. After some discussion, the WCCD Board agreed to facilitate any public meetings in Washakie County for this purpose, and since SBHCD had initially asked the WCCD Board for support for the study, WCCD would support SBHCD by contributing \$500.00 towards the application fee, but SBHCD should take the lead in the application and process. The WCCD Board also suggested that, if the process gets hung up, tasks could be identified for each conservation district as to who is responsible for what. Tori will send an email to the SBHCD Board to share the WCCD Board's thoughts.

Tori provided the WCCD Board with a letter from Hot Springs Conservation District, which stated that they were in support of the proposed Big Horn River Watershed Level I Study.

Forest Collaborative Assistance Program grant support to Shoshone CD Update - Tori asked Dan if he had heard back from Kristen Tilly, Shoshone Conservation District regarding the use if his signature for the updated Forest Collaborative Assistance Program grant. Dan said he had not. Tori stated that she had spoken to Kristen about the use of Dan's signature several months ago, and had asked Kristen to call Dan to explain that the grant had only been updated and not re-submitted.

Winter Training Report (Certification Information) - Tori gave the WCCD board a brief overview of some of the agenda items and discussions held during the re-certification training in Casper. The topics included: Fair Labor Standards, Public Benefit documentation, Reserve funds policies, Wyoming Archives, and Unemployment Insurance.

City of Worland Support Letter - Tori provided the WCCD Board with a copy of a support letter she had developed and mailed to the City of Worland to support their Daniels Foundation grant to install an irrigation system at the Worland Community Center field where the WCCD had planted 22 trees several years ago.

Nowood Watershed Improvement District (WID) Update – Tori provided the WCCD Board with emailed correspondence regarding the WID statutes pertaining to assessments and also the statues provided by Justin Caudill, Wyoming Department of Ag regarding Special Districts requirements for submitting their budgets to the counties. The correspondence included emails from Washakie County Clerk and the Washakie County Assessor, and were forwarded and copied to the Nowood and Cottonwood Grass Creek WID boards. Tori stated that outcome of emailed replys was that WID's were required to submit their budgets using the Dept. of Audit budget form, to the county clerks by June 1<sup>st</sup> and that the tax assessments were handled through the county assessor's office.

## **BOARD MEMBER REPORTS:**

BLM Teleconference/webinar Meeting – Dan gave a summary of discussions held during the teleconference he participated in, which was hosted by the Worland BLM office regarding BLM Resource Management Plan (RMP) monitoring. Dan stated that the BLM is forming sub-committees to review parts of the RMP and have asked for input on prioritization of what items would be monitored

first, taking into consideration what they felt could be accomplished during a three to five-year timeline.

## **OLD BUSINESS**

Natural Resource Land Use Plan Policy Updates - The WCCD Board reviewed the Waste Management, Internal District Operations, and Special Projects policies in the WCCD's Natural Resource Land Use Plan. No changes were made to the Waste Management or Internal District Operations policies, however the Special Projects Goal was updated as follows:

### Special Projects

#### *Goal -*

WCCD will strive to meet the rural and urban public's conservation needs through assistance and special project efforts to promote a healthy community through conservation practices that have a public benefit.

Discussion has held regarding the next steps to updating the rest of the plan. Tori reported that Karen Fenton has gone back through the background information and has updated and addressed all of the requested information that was noted in the comment section of the plan. Tori stated that she will bring Karen's updates into the plan for the WCCD's boards review during the May WCCD Board meeting. Tori stated that she has made notes throughout the process of policy updates to develop supporting statements for some of the policies. Dan suggested that the WCCD Board begin the process of working on those supporting statements moving forward.

Big Horn Forest Service Steering Committee Agenda – Tori provided the agenda for the upcoming Big Horn Forest Service steering committee meeting to be held on April 28<sup>th</sup> in Sheridan. Dan stated that he planned to attend.

Outdoor Education Position Discussion of Options – Discussions were held in regards to ideas in moving forward with the natural resource education program and possible re-organization of the program. Tori provided the WCCD Board with some ideas on listing the education materials by subject and grade and providing the information to teachers via the WCCD's website. Tori stated that the teachers could then go to a "shopping list" to pick out an activity and materials they could utilize for that activity for their use. Tori suggested a separate package just for activities to accomplish at the WCCD's Outdoor Classroom. Susan suggested that the WCCD's website could be linked from the school district's website if the school agreed. In addition, Susan stated that the WCCD's website list would be useable if just categorized by subject and didn't feel there was a need to list by grade. Tori stated that she and Karen may be able to put the website list together, but also wondered if the task could be hired out. Susan suggested that there may be a possibility of a teacher interested in a summer job, that would be willing to put the list together.

Mike Gerber Septic System Project Update – Tori reported that even though the WCCD board had approved funding for Mike Gerber's septic system project, she had found reason to cancel the application. Tori stated that, since Mike was able to hire a contractor to replace the line between his house and his leachfield, and the construction was completed, Mike was not agreeable to having the system dug up to enable the Washakie County Planner to permit it. Consequently, Tori informed Mike that if his system could not be permitted, WCCD could not provide cost share assistance. Tori stated that Mike does not know at this point if the contractor fixed the problem, so does not know if his

leachfield will function. If the system does fail after all, Mike has stated that he will apply for a permit and replace his whole system, and would request funding from WCCD at that time.

National Water Quality Initiative Update – Tori reported that she and Karen are working on the updates to the Sampling & Analysis Plan and have received the signed permission forms back from landowners allowing access for the purpose of water quality monitoring on Sage, Slick, and Nowater Creeks. In addition, all of the landowners involved have signed the Landowner Consent of Release of Information form. Tori has provided the upcoming water quality monitoring season schedule to all of the landowners, which will begin May 9<sup>th</sup> which includes 13 site visits throughout the recreation season.

Tori presented the signed Landowner/Conservation District Agreement for Water Quality Monitoring Activities for Jeff & Tammy Kapptie, Voss Family LTD, and Wyoming Sugar Growers to the WCCD Board and asked for their approval. Dave made a motion to approve the aforementioned signed agreements. Susan seconded the motion. Motion carried. The agreements were signed by Dan.

Wyoming Department of Ag-Sage Grouse Video Conference - Tori reported that the Sage Grouse video conference has been rescheduled for April 21 at 10:00 a.m., and stated that she has reserved the conference room for the conference.

## **NEW BUSINESS**

Forage Day in Sheridan – Tori reminded the WCCD Board about the upcoming Forage Day in Sheridan to be held on June 14.

BlueCross Blue Shield WEBT Acknowledgement Approval- Tori presented the WCCD Board with a copy of the WEBT FY 2017 Rate Table, the Additional Information document, and the Renewal Packet for their review and approval. Tori reported that there were no increases in the health insurance premiums this year. The WCCD Board discussed the current benefits package provided to WCCD employees and did not have any recommended changes to the current policy. Vance made a motion to approve the current rate package for WCCD and to acknowledge receipt of the WEBT optional plan designs being offered. Dave seconded the motion. Motion carried. Dan signed the form associated with the motion, in which Tori will provide to WEBT.

Dave made a motion to approve the WEBT Notice and Acknowledgement form indicating that the WCCD Board acknowledges receipt of the WEBT information which includes: Changes in WEBT, Renewal, Rates/Options, Summary of Benefits, and the Additional Information documents. Vance seconded the motion. Motion carried. Dan signed the Employer Acknowledgement form, in which Tori will provide to WEBT.

Fiscal Year 2017 Draft Budget - Tori provided the WCCD Board with a spreadsheet of the FY 2017 draft budget, in which she had highlighted all of the proposed increases, decreases, and new items for the coming year. Tori reported that the Washakie County Clerk has suggested that the FY 2017 mill levy may be reduced by 25% and that she had developed the draft budget with that in mind. The WCCD Board reviewed and discussed the proposed updated budget items as presented by Tori.

Specific items of discussion regarding the FY 2019 budget included:

-Discussions were held as Tori provided a detailed overview of information she had received from the Wyoming Association of Conservation Districts (WACD) regarding reserve funds and stated that WACD is recommending that conservation districts develop a reserve funds policy. Tori reported that Bobbie Frank, WACD Executive Director, will be developing a sample policy to use as a guidance.

-The WCCD Board agreed to no longer having a conservation awards banquet every other year, due to the anticipated budget reduction, which would also include discontinuing the conservation awards. The WCCD Board agreed that a hand written thank you card sent to volunteers, instead of a certificate or plaque, would still be appreciated.

-The WCCD Board asked Tori to double check the cubic yards calculation made to determine the amount of gravel needed for the Worland Fairgrounds Windbreak area. Discussion was held regarding how the gravel would be spread and the amount of time it would take to spread it.

Wyoming Forestry BMP Workshop – Tori reported that she planned to attend the Wyoming Forestry BMP Workshop to be held in Worland on April 22<sup>nd</sup> at the Worland Community Center.

Airport Road Wastewater Pipeline Agreements - Tori presented two WCCD/Landowner Agreements for the Airport Road Wastewater Pipeline project, one signed by Lee Kennedy, and the other signed by Lloyd Nielson, and asked for the WCCD Board approval. Tori stated that the Airport Road projects are being cost shared using a Wyoming Department of Ag grant and a 319 grant. Dave made a motion to approve the Lee Kennedy and the Lloyd Nielson WCCD Landowner Agreements for the Airport Road Wastewater Pipeline project. Vance seconded the motion. Motion carried. Dan signed the agreements.

Airport Road Irrigation Pipeline Agreement - Tori presented a WCCD/Landowner Agreement for the Airport Road Irrigation Pipeline project, which has been signed by Travis Grimesman. Dave made a motion to approved the WCCD/Landowner agreement with Travis Grimesman for the Airport Road Irrigation Pipeline project. Vance seconded the motion. Motion carried. Dan signed the agreement.

Wyoming Department of Agriculture (WDA)- Funding Criteria –

Bond - Tori provided the WCCD Board with the new Honesty Bond which had recently been increased to a \$250,000.00 coverage by WCCD Board approval during a previous WCCD Board meeting. Tori presented the WCCD Board with WDA's Conservation District Reporting Bonding form for their approval. Tori explained that the form outlines bonding requirements. Vance made a motion to approve the WDA/Conservation District Reporting Bonding form. Susan seconded the motion. Motion carried. Dan signed the form.

Risk Management Practices – Tori presented the WCCD Board with the WDA Conservation District Reporting Risk Management Practices form for their review and approval. Tori stated that the Risk Management Requirements had been voted on and approved during the January 18, 2016 WCCD Board meeting. Dave made a motion to approve the WDA Risk Management Practices form. Susan seconded the motion. Motion carried. Dan signed the form.

Pursuing Local Funding – Tori presented the WCCD Board with the WDA Conservation District Pursuing Local Funding form, which states that the WCCD actively engages in the pursuit of local funding by utilizing a mill levy. Dave made a motion to approve the WDA Pursuing Local Funding form. Susan seconded the motion. Motion carried. Dan signed the form.

Hot Springs Conservation District - Owl Creek Watershed Level I Support – Tori provided the WCCD Board with a letter from Hot Springs Conservation District asking for support of their proposed Owl Creek Watershed Level I Study. Tori presented the WCCD Board with a map of the study area and explained that the boundaries of the study area include a small area of Washakie County. Vance made a motion to support the Hot Springs Conservation District for their proposed Owl Creek Watershed Level I Study. Susan seconded the motion. Motion carried.

WACD What's Up Email – Tori provided the WCCD Board with the WACD's What's Up email, which Dan reviewed with the rest of the board members.

Septic System Cost Share Consideration – Tori presented the WCCD Board with an application, self-assessment and completed ranking sheet for a septic system project for John Elliott. Tori provided a detailed map of the project area and explained her findings when she groundtruthed the septic system. After some discussion and review of the documentation presented by Tori, and based upon the WCCD Board's agreement that the project met a public benefit of water quality, Susan made a motion to approve funding of \$3,000.00 cost share for John Elliott's septic system. Vance seconded the motion. Motion carried.

319 Grant Application for Nowater Consideration - Tori reported that she would like to pursue a new 319 grant for the Nowater watershed. Tori stated that the Washakie Watersheds Steering Committee had developed the Big Horn River-Nowater Creek Watershed Plan, which outlines the goals and actions of where watershed projects will focus. Tori stated that the watershed plan will be used as an overall guideline for the grant. Tori reported that the steering committee will discuss the 319 application during their May 10<sup>th</sup> meeting and she would like to have the WCCD Board support. The WCCD Board agreed to Tori moving forward with pursuing a 319 grant for the Nowater watershed, with input to be provided by the steering committee.

NRCS RCPP Grant Application Consideration – Tori reported that she had participated in the NRCS RCPP webinar, which explained the application process and the focus of the program. Tori stated that it was made clear during the webinar that RCPP is not a grant program, but a program where NRCS pools their resources with other partners. Tori stated that she had previously thought that the National Water Quality Initiative (NWQI) application that had not been funded, could be updated and applied for from RCPP funds. Tori stated that she didn't think that would work and since the RCPP applications are due in May, there is no time to build support and bring in partners for projects in this short timeframe.

Program Assistant Performance Review - Executive Session – Vance called an Executive Session meeting to order at 9:59 p.m. for the purposes of employee performance review discussions. The Executive Session was adjourned at 10.05 p.m. Dave made a motion to approve Karen Fenton's performance review evaluation as presented by Tori in executive session. Vance seconded the motion. Motion carried. Susan made a motion to approve the Executive Session minutes as read. Vance seconded the motion. Motion carried.

## **CORRESPONDENCE**

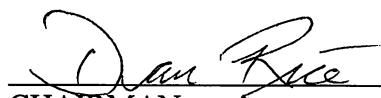
April 6 BLM Meeting Agenda; Bighorn Forest SOPA; Wyoming Public Lands Initiative; Federal Register-Bighorn Resource Advisory Committee; Bighorn Forest Planning; Bighorn Forest Steering

Committee Letter; WDA Comments-Grizzly Bear Mgmt. Plan; Big Horn Basin Dispatch; BLM EIS on Herbicides; RSET Article; NRCS Easement Authority; NRCS Newsletter; BLM Extension Request on Planning Rule; Suitewater Survey; Bighorn Forest Monitoring Plan; BLM Lummis Extension Letter; Firesmart Newsletter; BLM Approves Planning Rule Extension; Rugwell New BLM State Director; NACD Horse Population; Lower Wind River CD Mill Levy Contribution Consideration; Citizens Guide to Forest Planning

Susan moved to adjourn. Dave seconded the motion. Motion carried. The meeting was adjourned at 10:07 p.m.

Date: April 27, 2016

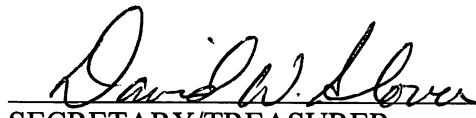
Respectfully submitted by: Victoria Dietz, District Director



CHAIRMAN

5-16-16

DATE



SECRETARY/TREASURER

5/16/16

DATE